



## Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

### **HVAC Technician**

**Facilities Department**

**Hourly Rate Range: \$28.64 - \$34.34**

**AFSCME Grade 11**

**Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of June 27, 2017**

The Town of Belmont seeks qualified applicants to perform installation, diagnosis, maintenance and repairs on all heating, ventilation and air conditioning equipment in approximately 26 municipal buildings. Responds to and maintains availability to respond to emergency after-hour repair calls. Participate in meetings to discuss technical systems, problems, installations and design issues. Reports to the Supervisor of Contracts Management.

Requires at least 5 years of full-time experience in the installation, maintenance and repair of HVAC systems. Requires Massachusetts Refrigeration Technician's License, or the ability to obtain one within six (6) months of obtaining the position. Must have a minimum of Type II and III EPA CFC Certification; Universal Certification is preferred. Driver's license and High School Diploma. Experience with computerized control systems is highly desirable, as are additional licenses or certifications – such as Oil Burner Technician, Gas or Pipe Fitter.

This is a benefits-eligible position. This position is covered under a collective bargaining agreement with the AFSCME Union. This position has an hourly rate range of \$28.64 to \$34.34, which represents Grade 11 on the AFSCME pay schedule. This position works 40 hours weekly.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax 617-993-2741 by the closing date of June 27, 2017.

The Town of Belmont is an Equal Opportunity Employer.



## **Application Process**

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov), calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department  
Town of Belmont  
455 Concord Avenue  
Belmont, Massachusetts 02478  
(617) 993-2740  
[humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)